

Job Title	Development Operations Coordinator
Employer/ Agency	The Council on Recovery
Job Description	<p>The Development Operations Coordinator supports the success of The Council's fundraising, donor stewardship, and campaign efforts through strong project management, CRM oversight, gift processing, and administrative support. This position ensures that the behind-the-scenes operations of the Planning & Development Department run smoothly and efficiently, enabling the team to meet annual fundraising goals and deepen donor engagement.</p> <p>ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES</p> <p>Database & Reporting</p> <ul style="list-style-type: none"> • Manage and maintain the donor CRM Raiser's Edge database, ensuring accuracy and integrity of donor records. • Generate regular reports and dashboards to support campaign tracking, fundraising analysis, and board reporting. • Lead gift entry, acknowledgment, and reconciliation processes in collaboration with Finance. <p>Development Operations</p> <ul style="list-style-type: none"> • Maintain internal development calendars and track deadlines related to appeals, grant reporting, events, and stewardship activities. • Coordinate with vendors, printers, and mail houses on development mailings. • Prepare materials for donor meetings, site visits, and fundraising presentations. • Conduct donor research to identify new funding opportunities and deepen understanding of current prospective donors in RENXT. <p>Gift Processing & Acknowledgments</p> <ul style="list-style-type: none"> • Process and record all gifts in a timely, accurate, and confidential manner. • Ensure prompt generation of tax receipts and personalized acknowledgment letters. • Maintain systems for recurring giving, tribute gifts, matching gifts, and pledge tracking. <p>Donor Stewardship & Campaign Support</p> <ul style="list-style-type: none"> • Assist with the execution of donor stewardship plans and workflows. • Support fundraising campaigns, including the annual fund, capital campaign, and special initiatives. <p>Board Liaison & Team Support</p> <ul style="list-style-type: none"> • Serve as liaison to The Council boards. • Serve as a central hub for coordinating team projects, meetings, and cross-departmental requests. • Support preparation of grant attachments, board materials, and donor-facing communications. • Provide occasional administrative support to the CEO or Board on donor-related matters.

Qualifications	EDUCATION AND EXPERIENCE QUALIFICATIONS <ul style="list-style-type: none"> • Bachelor's degree in related areas, Public Relations, Business, etc. or equivalent experience in the non-profit sector 5 -10 years. • Minimum 2 years of experience in nonprofit development, database management, or fundraising operations. • Strong proficiency with donor CRM systems; experience with Raiser's Edge preferred. • Excellent organizational and project management skills; high attention to detail. • Strong written and verbal communication abilities. • Proficient in Microsoft Office (especially Excel, Word, and Outlook). • Commitment to confidentiality, discretion, and donor stewardship best practices.
City, State, Zip	Houston, TX 77007
Application Method	Apply on Indeed
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.